



CITY OF SAN LEANDRO  
invites applications for the position of:

# Recreation Specialist III (Paratransit Program)

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$24.97 - \$30.35

**OPENING DATE:** 05/10/16

**CLOSING DATE:** 06/07/16 05:00 PM

**THE POSITION:**

**APPLY IMMEDIATELY. THIS RECRUITMENT WILL CLOSE WHEN 75 APPLICATIONS ARE RECEIVED.**

The Recreation and Human Services Department is seeking interested applicants willing to work 15-20 hours a week as a Recreational Specialist III assigned to the Paratransit Program. The position will oversee and administer the Measure B and BB grant funding and programs as well as coordinate with staff to manage the day to day operations and expansion of services of the City's transportation service for seniors and people with disabilities; serve as primary contact with service provider; prepare funding grants; prepare and administer transportation contracts; act as City liaison at commission and committee meetings; update and maintain rider records; perform analysis and generate reports; evaluate ridership needs, make recommendations and implement program changes; conduct community outreach; provide customer service to riders; provide critical information for service and grant application in a timely manner, and recommend and implement transportation service enhancements. This position may be asked to assist in the coordination of senior programs, special events and special projects as needed. The ideal applicant would be highly organized, analytic, forward-thinking, enthusiastic, flexible, and must have a strong desire and aptitude for working with older adults and people with disabilities.

**QUALIFICATIONS:**

To be considered for this position, an applicant must have the required experience, training, education, knowledge, skills, and abilities as stated below:

- Must be 18 years of age;

- Two years of college course work, or specialized training in the program area. A college degree is highly desired;
- At least two years of experience in transportation planning, funding and implementation;
- Experience with fixed route and reservation-based transit operations is highly desired;
- Grant writing experience is highly desired;
- Experience with budget oversight and the management and tracking of grant funding is highly desired;
- Experience conducting and facilitating outreach, workshops, presentations, surveys and related activities to promote the program is highly desired;
- Ability to deal effectively and courteously with older adults and/or people with disabilities;
- Experience working with community organizations, outside agencies and/or service providers;
- Experience working with ActiveNet registration software is highly desired;
- Experience working with and supervising staff and volunteers;
- A valid Class C California driver's license; and
- Possession and maintenance of a valid Red Cross Standard First Aid card, Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certifications.

**ADDITIONAL INFORMATION:**

**COMPENSATION:** The salary range is \$24.97 - \$30.35 per hour. Appointment to the position may be made within the established range depending upon the qualifications, abilities, current pay level, etc., of the person selected.

**APPLICATION AND SELECTION PROCESS:** Interested candidates may submit an online application by visiting [www.sanleandro.org](http://www.sanleandro.org). **ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 P.M. ON JUNE 7, 2016, OR WHEN 75 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER COMES FIRST.**

***IMPORTANT: Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. Both the application for employment and supplemental questionnaire must be submitted to be considered for this position.***

Based on a review of the application materials, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a structured oral board interview, written exercise, or other elements determined by the City to be appropriate.

**PLEASE NOTE:** Before being appointed, successful candidates must undergo a Tuberculosis test, a detailed check of personal and employment history, a criminal history fingerprinting process, and verification of a valid Class "C" California driver's license.

In accordance with Federal law, the City of San Leandro will only hire individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

**AMERICANS WITH DISABILITIES ACT:** In accordance with the Federal American with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division

prior to 5:00 p.m. of the final filing deadline if accommodations are required.

**VETERAN'S PREFERENCE:** If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably-discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three-percent increment to that passing score. Applicants wishing to qualify must attach to their application prior to the application deadline, a DD Form 214 as proof of eligibility for the veteran's preference.

**DISASTER SERVICE WORKER:** All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

**MISSION STATEMENT:** We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

The City of San Leandro is an Equal Opportunity Employer.

Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street  
San Leandro, CA 94577  
510-577-3396  
510-577-6089

Job #2016-22  
RECREATION SPECIALIST III (PARATRANSIT PROGRAM)  
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## **Recreation Specialist III (Paratransit Program) Supplemental Questionnaire**

- \* 1. IMPORTANT! YOU MUST ANSWER ALL SUPPLEMENTAL QUESTIONS. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION. Do you possess at least two years of college course work or specialized training in the program area?

☐ Yes   ☐ No

- \* 2. Do you currently possess, or have the ability to possess by date of hire, a valid California Class "C" driver's license?

☐Yes   ☐No

- \* 3. Do you have at least two years of experience in transportation planning, funding and implementation?

☐Yes   ☐No

- \* 4. Do you possess a valid Red Cross Standard First Aid card, Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certification?

- \* 5. Describe your knowledge and/or experience in grant writing. (If you do not possess this knowledge/experience, write "None" in the space provided.)

- \* 6. Describe your experience in transportation planning, funding and implementation. (If you do not possess experience in this area, write "None" in the space provided.)

- \* 7. Describe your training and/or experience working with seniors and/or people with disabilities. (If you do not possess experience or training in this area, write "None" in the space provided.)

- \* 8. Describe your supervisory experience prioritizing, coordinating, and directing the work of staff.

- \* 9. Describe your experience managing and tracking program funding. Include in your response the organization you worked for, your responsibilities, and the length of time you served in this capacity. (If you do not possess this experience, write "None" in the space provided.)

\* Required Question